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OPERATIONS DIRECTORATE SUPPORT OFFICERS' MEETING

DDS Conference Room

14 March 1973

1. Present were:

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[Redacted]

2. Items of interest from the DDS Staff Meeting - 13 March

a. New Deputy Director for Support. Mr. Coffey introduced Mr. Harold L. Brownman who will become the DDS on 17 March 1973. Mr. Brownman has been the Director of Special Projects in DDS&T.

25X1A

b. Clerical Follow-up Interview Program. [Redacted] OP, briefed the group on the results of the Clerical Follow-up Interview Program initiated in February 1972. Questions posed to 185 clerical employees focused on the Agency's program of recruiting, processing, and training new clerical employees. A majority of those interviewed appreciated the recognition represented by the interview. Many expressed the feeling that the recruiter originally oversold them on the job. Another comment made by these employees was that the 3-8 weeks clearance process in Rosslyn was "dull, useless, and a waste of time." Moreover, of 44 secretaries interviewed, 31 said that not enough use was made of their shorthand ability; only 8 of 68 typists thought much use was made of their typing ability. Most of the employees also related that the introduction to the job itself merely entailed meeting their replacements for breaking-in purposes. The purpose of the study is to provide the Directorates with feedback so that better communications and orientation programs can be established between management and clerical employees. [Redacted] concluded that this must be done promptly since the rate of clericals EOD'ing the last few years has averaged about [Redacted] leaving. 25X9  
A copy of this study has been forwarded to each Directorate.

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3. Item of interest from the DDO Staff Meeting - 14 March

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[Redacted]

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4. Other items of interest.

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b. Risk of Hijacking in Commercial Air Travel. Just because the new [ ] is four pages in length, don't fail to study it carefully.

c. Possible Tax Refunds on Retirement Deductions. We have given you a copy of the Book Dispatch on this subject which should be pouched in the next few days.

25X1A

d. 1000 Watt Transformer. [ ] sent us an ad for a 1000 watt transformer which weighs only 3 ounces. It is inexpensive and convertible to almost all foreign power voltages and cycles. RECD/OL has bought two of them for testing and evaluation and if they prove satisfactory, they will be stocked for issue abroad.

e. Credit Union Elections. Note that the official ballots for Credit Union elections of 1973 must be received by the Tellers of Election not later than 23 March, the results to be announced at the annual meeting on 30 March.

f. "Damage Report!" On Tuesday, more than 300 persons saw this film. The second showing is set for 0930, 15 March.

25X1A

g. Painting at Headquarters Building. We have given each of the DDO elements involved, their areas scheduled for the contractor painting mentioned last week- [ ] See [ ] 13 March 1973

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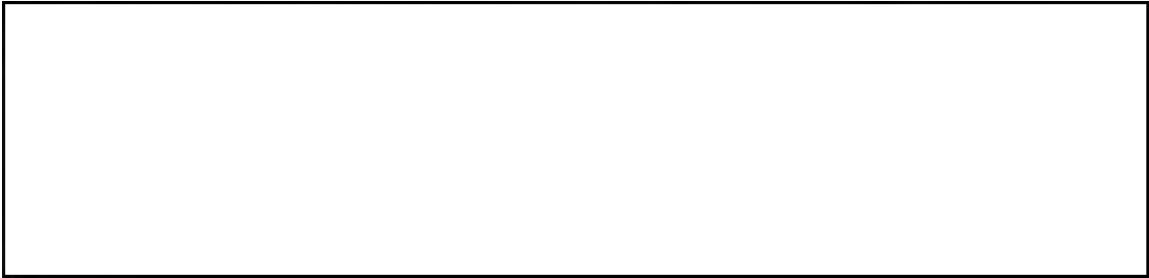
h. The Agency and the Young Employee--Some Comments. A young officer has recorded some of his reactions to subject paper and we've made each of you a copy. We've removed his signature and the name of the addressee but have supplied some facts about the author for your information.

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i. DDS Letter of Appreciation. Earlier today we contacted your offices concerning the distribution of a letter of appreciation from Mr. Coffey to all members of the Support Directorate. An unclassified version is to be distributed to each Support employee at Headquarters, and a classified version is to be forwarded to field facilities to be circulated to Support personnel there. Please be sure that your components make the distribution promptly, and let us know if additional copies are required.

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k. Security Violations - February. A decrease to 15 for February. CA had 3; AF, CI, Europe and FE had 2 each; CCS, NE, SB, and WH had 1 each. Eleven "white hats" for that month!

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1. Cable and Telepouch Preparation Guide for the ACT-1 System. Watch for  which is the new system of cable preparation using the Optical Character Reader. Another announcement will be made when all cables must be in the new format.

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